

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE U		PAGE 1		OF 3		PAGES	
2. AMENDMENT/MODIFICATION NUMBER P00008			3. EFFECTIVE DATE 11/23/2021		4. REQUISITION/PURCHASE REQUISITION NUMBER 1300824078			5. PROJECT NUMBER (If applicable) N/A			
6. ISSUED BY Office of Naval Research 875 N. Randolph St Arlington, VA 22203-1995			CODE N00014		7. ADMINISTERED BY (If other than Item 6)			CODE		SCD C	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) Envisioneering 5904 Richmond Hwy., Ste. 300 Alexandria, Virginia 22303-1864						<input checked="" type="checkbox"/>		9A. AMENDMENT OF SOLICITATION NUMBER			
						<input type="checkbox"/>		9B. DATED (SEE ITEM 11)			
						<input checked="" type="checkbox"/>		10A. MODIFICATION OF CONTRACT/ORDER NUMBER N0017819D7613/N0001420F3001			
								10B. DATED (SEE ITEM 13) 12/01/2019			
CODE 1PQS6			FACILITY CODE 132587846								

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a), FAR 52.217-9 Option to Extend the Term of the Contract and DFARS Deviation 2021-O0009
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Chris Secor		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Dunia Hickey , Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Chris Secor (Signature of person authorized to sign)	15C. DATE SIGNED 11/23/2021	16B. UNITED STATES OF AMERICA /s/Dunia Hickey (Signature of Contracting Officer)	16C. DATE SIGNED 11/23/2021

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Section C - Description/Specifications/Statement of Work

SECTION C DESCRIPTIONS AND SPECIFICATIONS

1.0 BACKGROUND

The Office of Naval Research (ONR) coordinates, executes and promotes the science and technology programs of the United States Navy and Marine Corps through schools, universities, government laboratories and non-profit and for-profit organizations. ONR formulates and executes the Naval Science and Technology (S&T) portfolio to address the most responsible and promising technology opportunities and solutions in both basic and applied science; transitions the most useful technologies to Acquisition and the Warfighter; and provides technical advice and information to the Chief of Naval Operations, the Secretary of the Navy, and the Department of Defense. ONR 31 is responsible for managing the Information, Cyber, and Spectrum Superiority S&T projects for the Department of Navy.

2.0 PERFORMANCE WORK STATEMENT

The Contractor shall provide Scientific and Engineering Technical Assistance (SETA) personnel to meet technical, financial and administrative objectives and execute all aspects of the Performance Work Statement (PWS). The proposed work is to assist ONR personnel in overall planning and execution of the Information, Cyber, and Spectrum Superiority S&T projects for the Department of Navy.

2.1 Scope

The contractor must be able to perform a variety of duties to include technical, financial and administrative activities.

The estimated number of full time equivalents (FTEs) for this requirement is ten (10), with an optional six (6) additional FTEs.

2.2 Technical Tasks/Requirements

The contractor's support tasks shall include:

2.2.1 Task 1– Technical Support for Science, Technology, Engineering and Math (STEM)

The contractor shall:

1. Coordinate the activities with personnel from multiple disciplines in the accomplishment of complex tasks for Education and Workforce (E&W) programs.
2. Provide program support for strategic planning, management and execution of functions and programs as required for the E&W programs including; the preparation of correspondence, speeches, presentations, reviews, reports, responses to Congressional inquiries, and the organization and coordination of program reviews or program meetings.
3. Develop financial and programmatic summaries, reports, briefings and analysis for internal and external data calls,

and track the availability and use of funds, and other programmatic issues.

4. Assist in the development of naval STEM policy. Such support includes the identification, evaluation, analysis and reporting of current naval STEM efforts and best practices, and recommending and implementing a cohesive STEM strategy for developing high caliber researchers for the United States Navy and Marine Corps.
5. Provide subject matter expertise to support naval STEM policy formulation, interagency coordination, and principal liaison amongst significant STEM stakeholders throughout academia, the United States Navy and Marine Corps, and the DOD.
6. Support Naval STEM Coordination Office and ONR STEM Initiatives Office programs' execution to include the analysis and assessment of requirements, the development and execution of program plans, the development, execution and evaluation of program budgets, schedules and metrics, and the identification of opportunities to refine or expand naval STEM initiatives.
7. Provide program support to STEM initiatives or events, to include: Naval STEM Stakeholders Working Group; federal government inter-agency working groups; naval or national STEM community outreach; ONR's STEM grants program to include working familiarity with the ONR STEM Funding Opportunity Announcement process and its relations with the community and student portions of the STEM portfolio; the Naval Science Awards Program; naval apprenticeship and internship programs; STEM scholarship programs; and the National Defense Science and Engineering Graduate Fellowship program.
8. Coordinating the development of naval STEM multi-media strategic communications including websites, portals, publications, and other information technology capabilities.
9. Designing capabilities to monitor and analyze naval STEM data and prepare summary reports when requested.
10. Support the ONR STEM Initiatives efforts to include ONR STEM grants, Naval Science Awards Program, National Defense Science and Engineering Graduate Fellowships, and other ONR STEM tasks as assigned. This position will serve as the working-level lead of a collaborative team of program analysts under the leadership of the Deputy Director and Director, supporting higher-level leadership.
11. Serve on a collaborative team of program analysts under the leadership of the Deputy Director and Director, supporting higher-level leadership.
12. Deliverables for this PWS area include presentations, SOPs, spreadsheets, reports and meeting minutes. These documents are described in more detail in paragraph 4.0 "Reports, Data, and Other Deliverables", as well as in Exhibit A – Contract Data Requirements List (CDRL).

2.2.2 Task 2– Technical Support for Information, Cyber and Spectrum Superiority; and International Programs.

The contractor shall:

1. Assist Program Officers with outreach, and coordination, with the Naval and joint community including fleet, requirements, acquisition, contractors, universities, coalition partners, North Atlantic Treaty Organization (NATO) and Technical Cooperation Panels.
2. Assist the Program Officer and other government personnel in support on matters and issues consistent with ONR sponsored projects including logistical and scheduling support.
3. Maintain Calendars.
4. Assist Program Officers and other government personnel with internal work processes and procedural issues that

involve the following systems/software: Navy Marine Corps Intranet (NMCI), Computer Optimized Batch Reconciliation Application (COBRA), Program Budget Information System (PBIS), Navy Enterprise Resource Planning (Navy ERP), Defense Travel System (DTS), Joint Travel Regulations (JTR). The Joint Personnel Accountability System (JPAS), Microsoft Access, and Microsoft Sharepoint, and Contract and Grant Administration Management Information System (CAMIS).

5. Book conference rooms and work with the ONR Corporate Strategic Communications (CSC) as necessary for coordinating off-site events.
6. Maintain content of ONR's Sharepoint Site and public website
7. Coordinates and consolidates departmental responses to Requests for Information from Congress and other relevant government organizations, such as OSD, DON, Senior ONR management, relevant Joint Technology Offices, DARPA, ASN (RDA), etc. Interfaces effectively with physicists, scientists and engineers from Department of Defense Laboratories, Industry, Academia, as well as Congressional Liaison, and other key partners and stakeholders. Communicates clearly and effectively complex issues verbally and in writing for senior executive audiences.
8. Drafts, reviews, and edits high-level communications products to include PowerPoint presentations, white papers, technical reports, ghost emails, etc.
9. Travel occasionally in support of ONR activities such as conferences, international collaborations, operational exercises, operational demonstrations, and integration and planning meetings. Access to TS/SCI will be necessary for certain conferences, demonstrations and meetings.
10. Provides Subject Matter Experts (SME) in order to provide critical technical and Navy programmatic knowledge on emerging technologies and capability shortfalls to assist in making program tradeoff decisions and in preparing program decision documentation.
11. Coordinates meeting schedules of invitees and hosts; prepares program presentations; and provides audio-visual services/equipment at meetings.
12. Provide systems engineering, interface documentation, and technology guidance for integrating ONR technologies.
13. Support S&T assessment of Navy and joint requirements, including Mission Needs Statements (MNS), Capability Development Documents (CDD), Initial Capability Documents (ICD), and Operational Requirements Documents (ORD).
14. Analyze technology roadmaps, design timelines, and acquisition strategies to coordinate S&T alignment strategies with transition sponsors. Access to TS/SCI will be necessary to understand the pacing threats that drive naval operational capability shortfalls for the technology roadmaps.
15. Conduct requirements studies and technology assessments in support of Science and Technology (S&T) investment portfolio development to include the development and/or maintenance of technology transitions. As part of the requirements studies, access to TOP SECRET/Sensitive Compartmented Information (TS/SCI) will be necessary at times to understand the threats that drive requirements.
16. Communicates clearly and effectively complex issues verbally and in writing for senior executive audiences.
17. Coordinate the FNC Business Plan at the direction of the FNC Program Manager or his designee.

Deliverables for this PWS area include presentations, spreadsheets, reports and meeting minutes. These documents are described in more detail in paragraph 4.0 “Reports, Data, and Other Deliverables”, as well as in Exhibit A – Contract Data Requirements List (CDRL).

2.2.3 Task 3– Financial and Administrative Support for Science, Technology, Engineering and Math (STEM); Information, Cyber and Spectrum Superiority; and International Programs

The contractor shall:

1. Assist Program Officers and other government personnel with internal work processes and procedural issues that involve the following systems/software: Navy Marine Corps Intranet (NMCI), Computer Optimized Batch Reconciliation Application (COBRA), Program Budget Information System (PBIS), Navy Enterprise Resource Planning (Navy ERP), Defense Travel System (DTS), Joint Travel Regulations (JTR). The Joint Personnel Accountability System (JPAS), Microsoft Access, and Microsoft Sharepoint, and Contract and Grant Administration Management Information System (CAMIS).
2. Perform financial analysis for a variety of funds and funding sources to protect against federal anti-deficiency violations, internal procedural and accounting errors, and any other applicable problems associated with sources and usage of funds.
3. Prepare and research various types of funding documents within Navy ERP; track commitments, obligations and expenditures of funding; and assist in resolving issues related to Navy ERP Work Breakdown Structure (WBS) funding that are not meeting financial benchmarks related to commitments, obligations, and/or expenditures across multiple contractors/performers.
4. Monitor and assist in the management of project activities and resources to mitigate risk throughout the project life cycle. Track project execution and inform Program Officers of any variance between planned and actual progress of S&T performers related to schedule, cost and technical performance by utilizing a variety of project management and business analysis tools, techniques and practices. Monitor project action items and interpret the results and progress provided through a variety of information sources (e.g., technical and financial status reports, Earned Value Management (EVM) tools, etc)
5. Assist the Program Officer in the preparation, coordination, and evaluation of Broad Agency Announcements, Funding Opportunity Announcements, Requests for Information, and Requests for Proposals as well as the review of proposal packages. The support for any solicitation and/or proposal evaluation will be in the area of administrative support, coordination between the technical evaluation team, and the drafting of any necessary public notifications.
6. Assist the Program Officer and other government personnel in general support on matters and issues consistent with ONR sponsored projects including logistical and scheduling support.
7. Maintain Calendars.
8. Book conference rooms and work with the ONR Corporate Strategic Communications (CSC) as necessary for coordinating off-site events.
9. Attend meetings, prepare lessons learned, conduct workshops, and distribute information in support of these meetings. TS/SCI access will be necessary at times in order to support certain meetings.
10. Travel occasionally in support of ONR activities such as conferences, international collaborations, operational exercises, operational demonstrations, and integration and planning meetings.
11. Maintain content of ONR’s Sharepoint Site and public website.

Deliverables for this PWS area include presentations, spreadsheets, reports and meeting minutes. These documents are described in more detail in paragraph 4.0 “Reports, Data, and Other Deliverables”, as well as in Exhibit A – Contract Data Requirements List (CDRL).

3.0 PERSONNEL QUALIFICATIONS:

3.1 General Personnel Requirements

An onsite Program Manager is required. The function of an onsite Program Manager shall be performed by one of the senior level positions identified in Attachment 1, Personnel Qualifications, which specifies all personnel requirements and qualifications.

3.2 Definitions of Words and Terms:

Technical Fields include the following:

Engineering – any discipline

Mathematics

Sciences – including Biology, Chemistry, Computer Science and Physics

3.3 FTE Summary Table:

Job Category	FTE(s)	Number of People Sought	Anticipated Work Location (Gov't Site/Contractor Site)
Senior STEM Analyst	1	1 FTE = 1 qualified individual, full time	1 Gov't Site (Expected)
Mid- Level STEM Analyst	1	1 FTEs = 1 qualified individual, full time	1 Gov't Site (Expected)
Senior Engineer	1	1 FTE = 1 qualified individual, full time	1 Gov't Site (Expected)
Senior S&T Coordinator	2	2 FTEs = 2 qualified individuals, full time	2 Gov't Site (Expected)
Mid-level S&T Coordinator	1	1 FTE = 1 qualified individual, full time	1 Gov't Site (Expected)
Senior Anti-Terrorism Force Protection (AT/FP) Specialist	1	1 FTE= 1 qualified individual, full time	1 Gov't Site (Expected)
Mid-Level Program Analyst	2	2 FTEs= 2 qualified individual, full time	2 Gov't Site (Expected)
Senior Administrative Officer	1	1 FTE= 1 qualified individual, full time	1 Gov't Site (Expected)
Total	10 FTEs		

Note 1: 1 FTE is equivalent to 1920 labor hours

Note 2: Expected FTEs are to report the first day of task order performance.

3.4 FTE OPTIONAL Support Summary Table:

Job Category	FTE(s)	Number of People Sought	Anticipated Work Location (Gov't Site/Contractor Site)
Senior Research Policy Analyst	1	1 FTE = 1 qualified individual, full time	1 Gov't Site
Mid-Level Surface Warfare Specialist	1	1 FTE = 1 qualified individuals, full time	1 Gov't Site
Senior Engineer	1	1 FTEs = 1 qualified individual, full time	1 Gov't Site
Junior Information Integration Specialist	1	1 FTE= 1 qualified individual, full time	1 Gov't Site
Mid-Level Experimental and Operational Test Specialist	1	1 FTE= 1 qualified individual, full time	1 Gov't Site
Senior Program Analyst	1	1 FTE= 1 qualified individual, full time	1 Gov't Site
Total	6 FTEs		

Note 1: 1 FTE is equivalent to 1920 labor hours

4.0 REPORTS DATA AND OTHER DELIVERABLES

The following deliverables are required to support this task order. Electronic submission is encouraged for all reports, presentations, and support documents, unless otherwise directed by the COR and shall be provided to the COR and, as directed, the Contracting Officer and Contract Specialist.

4.1 Monthly Reports

(a) The contractor shall provide a Monthly Technical Progress Report to the COR (Exhibit A, CDRL Data Item No. A001). The report may be provided in contractor format (subject to COR approval). The report is due no later than fifteen (15) business days after the end of each month. The report will include the following:

- a. Contractor name and address;
- b. Contract and subcontract number (if applicable);
- c. Date of Report;

- d. Period covered by report;
- e. Executive Summary;
- f. Performance related work issues;
- g. Work accomplished per labor category;
- h. Hours charged against the task order per labor category;
- i. Problems and issues during report period and planned action for period following the period in which the report was submitted.

(b) The contractor shall also provide a Financial Status Report (Exhibit A, CDRL Data Item No. A002). The report shall be provided in the format and with the required information found on the Contractor Monthly Financial Status Report Template found at the following site:

<http://www.onr.navy.mil/en/Contracts-Grants/manage-contract.aspx>

Format for the financial status report may be updated during the life of the website (or any successor website identified via administrative modification to the contract) and the contractor will be notified that an updated version shall be used for future submissions. The report is due no later than fifteen (15) business days after the end of each month.

4.2 **Removed.**

4.3 Quality Control Plan

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with the PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is a means by which the contractor assures that work complies with the requirements of the contract.

The Quality Control Plan (QCP) shall detail the plan the contractor will employ during contract performance. The Government will monitor the QCP during contract performance to ensure that the contractor is performing in accordance with the QCP. The contractor shall provide a final QCP within ten (10) business days of task order award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's approval in writing of any proposed change to the QCP. When changes are made to the QCP, the contractor shall submit the revised QCP to the Contracting Officer and COR within five (5) business days of the changes (Exhibit A, CDRL Data Item No. A004).

4.4 Quality Assurance

The Government shall evaluate the contractor's performance under this contract in accordance with the contractor's Quality Control Plan and the Government's Quality Assurance Surveillance Plan (QASP). The QASP is a Government developed and applied document used to ensure systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this PWS. The intent is to ensure that the contractor performs in accordance with the performance metrics and the Government receives the quality of services called for in the PWS. The QASP details how the performance standards identified in the PWS are measured, who will perform the measurement, the frequency of the surveillance, and the acceptable defect rate(s). The QASP may be updated from time to time by the Government (see Attachment No. 2).

4.5 Individual Travel Worksheets and Reports

The contractor shall provide Individual Travel Worksheets and Reports in accordance with Exhibit A, CDRL Data Item No. A005 prior to any travel from the contractor's worksite location, detailing the costs of that travel, to the COR for written approval prior to any travel. Travel must meet the requirements of the Joint Travel Regulations. In addition, travel reports are required no later than 30 calendar days after the conclusion of the travel. The report shall contain dates; locations of travel; purpose; total cost breakdown of travel to include: per diem rates, hotel costs, car rental costs; the identity of other ONR personnel traveling with contractor support personnel; unusual cost items (including registration fees) incurred; tasks performed; and accomplishments. If documentation such as meeting minutes or PowerPoint presentations were distributed over the course of the travel, a copy shall be included with the report. Contractor format is acceptable, with approval of the format by the COR.

4.6 Master Travel Log Report

The contractor shall maintain a master log of completed travel for all individuals traveling under this task order. The log shall include travel dates, destination, purpose, and cost breakdown to include airfare, mileage, lodging, per diem, rental car, taxi, and other miscellaneous costs. The contractor shall provide a copy of this report quarterly to the COR in accordance with Exhibit A, CDRL Data Item No. A006. Contractor format is acceptable, with approval of the format by the COR.

5.0 CONFERENCE AND MEETING SPACE

Throughout the performance of the technical tasks/requirements, use of the conference facilities furnished by the contractor may be required to host SECRET meetings or conferences. The contractor shall have access to meeting space that can accommodate SECRET level events for up to 20 attendees. The conference space must be within twenty-five (25) miles of ONR's Headquarters in Arlington, Virginia. For meetings and conferences that exceed 20 attendees, the cost of the space may be leased and charged as an Other Direct Cost.

However, the contractor shall not incur any direct costs for conference or meeting space under this award without the prior written concurrence of the ONR's Conferences, Events & Exhibits Communications Manager or the Director of the Corporate Strategic Communications Office, who will ensure compliance with ONR Instruction 5050.7B. The Contracting Officer Representative (COR) listed in your order will obtain the written concurrence from the individuals above.

6.0 ACKNOWLEDGEMENT OF SPONSORSHIP

(a) As used in DFARS 252.235-7010, 'Acknowledgement of Support and Disclaimer,' "material" also includes but is not limited to, news releases, letters to the editor, articles, abstracts, manuscripts, brochures, advertisements, photos, films, videos, slides, charts, graphs, drawings, speeches, trade association meetings, symposia, etc.

(b) Nothing in the foregoing shall affect compliance with the requirements of the clauses of this contract entitled "Disclosure of Information" (252.204-7000) and "Security Requirements" (FAR 52.204-2 and Alternate I) if such clause is a part of the contract.

(c) The Contractor further agrees to include this provision in any subcontract awarded as a result of this contract.